

**Northwest Community Services Agency**

**For the Year Ended  
June 30, 2002**

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Financial/compliance audits of community services agencies are available on-line at  
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STATE OF TENNESSEE  
**COMPTROLLER OF THE TREASURY**

State Capitol  
Nashville, Tennessee 37243-0260  
(615) 741-2501

John G. Morgan  
Comptroller

August 14, 2003

The Honorable Phil Bredesen, Governor  
and  
Members of the General Assembly  
State Capitol  
Nashville, Tennessee 37243  
and  
Board of Directors  
Northwest Community Services Agency  
1604 Reelfoot Avenue  
Union City, Tennessee 37243

Ladies and Gentlemen:

Transmitted herewith is the financial and compliance audit of the Northwest Community Services Agency for the year ended June 30, 2002. You will note from the independent auditor's report that an unqualified opinion was given on the fairness of the presentation of the financial statements.

Consideration of internal control over financial reporting and tests of compliance resulted in no audit findings.

Sincerely,

John G. Morgan  
Comptroller of the Treasury

JGM/cj  
03/045

State of Tennessee

# Audit Highlights

Comptroller of the Treasury

Division of State Audit

Financial and Compliance Audit  
**Northwest Community Services Agency**  
For the Year Ended June 30, 2002

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## AUDIT OBJECTIVES

The objectives of the audit were to consider the agency's internal control over financial reporting; to determine compliance with certain provisions of laws, regulations, and contracts; to determine the fairness of the presentation of the financial statements; and to recommend appropriate actions to correct any deficiencies.

## AUDIT FINDINGS

The audit report contains no findings.

## OPINION ON THE FINANCIAL STATEMENTS

The opinion on the financial statements is unqualified.

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"Audit Highlights" is a summary of the audit report. To obtain the complete audit report, which contains all findings, recommendations, and management comments, please contact

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**Audit Report**  
**Northwest Community Services Agency**  
**For the Year Ended June 30, 2002**

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**TABLE OF CONTENTS**

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	<u>Exhibit</u>	<u>Page</u>
<b>INTRODUCTION</b>		1
Post-Audit Authority		1
Background		1
<b>AUDIT SCOPE</b>		2
<b>OBJECTIVES OF THE AUDIT</b>		2
<b>PRIOR AUDIT FINDINGS</b>		2
<b>OBSERVATIONS AND COMMENTS</b>		2
<b>RESULTS OF THE AUDIT</b>		4
Audit Conclusions		4
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>		5
<b>FINANCIAL SECTION</b>		
Independent Auditor's Report		7
Management's Discussion and Analysis		9
Financial Statements		
Statement of Net Assets	A	15
Statement of Activities	B	16
Balance Sheet - General Fund	C	17
Statement of Revenues, Expenditures, and Changes in Fund Balance - General Fund	D	18
Notes to the Financial Statements		19

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## TABLE OF CONTENTS (CONT.)

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	<u>Page</u>
Required Supplementary Information	
Schedule of Pension Funding Progress	27
Other Supplementary Information	
Budgetary Comparison Schedule	28
<b>APPENDIX</b>	
Board of Directors	29

# **Northwest Community Services Agency For the Year Ended June 30, 2002**

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## **INTRODUCTION**

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### **POST-AUDIT AUTHORITY**

This is a report on the financial and compliance audit of the Northwest Community Services Agency. The audit was conducted pursuant to Section 37-5-313, *Tennessee Code Annotated*, which authorizes the Comptroller of the Treasury to “make an annual audit of the program established by this part as part of the comptroller’s annual audit pursuant to Section 9-3-211.”

### **BACKGROUND**

Tennessee’s 12 community health agencies were created by Chapter 567 of the Public Acts of 1989, known as the Community Health Agency Act of 1989. This legislation established a defined system of health services to make health care available to the indigent citizens of Tennessee. The community health agencies determined areas of need in their geographic areas and ensured that services were available to meet those needs.

In May 1996, the Community Services Agency Act of 1996 replaced the community health agencies with the community services agencies. The purpose of these agencies is to coordinate funds and programs designated for care of children and other citizens in the state.

The Northwest Community Services Agency serves the following counties: Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, and Weakley.

The governing body of the Northwest Community Services Agency is the board of directors. As of June 30, 2002, the board was composed of seven members. (See Appendix.) An executive committee, consisting of three board members, has the authority to act on behalf of the board of directors in the management of the agency’s property, affairs, and funds in extraordinary circumstances when the governing board cannot convene.

The agency’s programs are carried out by staff under the supervision of the executive director, who is appointed by the Commissioner of the Department of Children’s Services, subject to the approval of the board.

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## AUDIT SCOPE

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The audit was limited to the period July 1, 2001, through June 30, 2002, and was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Financial statements are presented for the year ended June 30, 2002. The Northwest Community Services Agency has been included as a component unit in the *Tennessee Comprehensive Annual Financial Report*.

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## OBJECTIVES OF THE AUDIT

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The objectives of the audit were

1. to consider the agency's internal control over financial reporting to determine auditing procedures for the purpose of expressing an opinion on the financial statements;
  2. to determine compliance with certain provisions of laws, regulations, and contracts;
  3. to determine the fairness of the presentation of the financial statements; and
  4. to recommend appropriate actions to correct any deficiencies.
- 

## PRIOR AUDIT FINDINGS

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There were no findings in the prior audit report.

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## OBSERVATIONS AND COMMENTS

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As noted in prior audits, the Northwest Community Services Agency has entered into a contract with the Department of Children's Services, specifying that the community services agency (CSA) would assist in implementing various state programs. However, the department's participation in this contract was greater than indicated in the contract. Through this contract, state officials directly supervised CSA employees. And although these CSA employees' salaries, travel costs, and other program costs were paid by the CSA, the Department of Children's



Services reimbursed the CSA for these costs, including the CSA's administrative costs for serving as a fiscal agent. This contract appears to create "employer-employee" relationships between the department and these individuals.

Programs under the supervision of the Department of Children's Services included Children and Family Services, Family Support Services, Flexible Funding, and Emergency Residential. According to the CSA organization chart at the Department of Children's Services, several CSA employees reported to Department of Children's Services supervisors.

The practice of allowing employees of non-state entities such as the community services agencies to report directly to officials or employees of the Department of Children's Services, in carrying out what can be construed as state programs, raises policy and legal issues. We do not believe these situations should be accepted as a matter of policy. Section 37-5-314, *Tennessee Code Annotated*, considers CSA employees "state employees" for the purposes of negligent acts or omissions within the scope of their authority. However, Section 37-5-315(2), *Tennessee Code Annotated*, states: "This part shall not be construed as creating an employer-employee relationship between the department, the community services agencies or their contractors." This legal concern arises from the legislative intent that the department not create an employer-employee relationship with community services agencies and a review of the factors commonly used in determining the existence of an employer-employee relationship. These factors include the Department of Children's Services' ability to direct and control the work of CSA employees it supervises. These relationships also create inherent problems for the Department of Children's Services' supervisory personnel in that they have less direct control over the performance of CSA case managers.

In addition, the state apparently has incurred additional cost by contracting with non-state entities to operate programs. Over the years, the CSAs have operated programs for various departments of the state. In addition to direct program costs, the CSAs have received funding from each state department to defray the costs of administration. These costs included the salaries and benefits of the executive director and fiscal officer and costs of travel, supplies, and equipment used by the administrative staff.

The most recent audit of the Department of Children's Services includes an audit finding on these inappropriate contracts with the Northwest Community Services Agency and other CSAs serving the department.

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## RESULTS OF THE AUDIT

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### AUDIT CONCLUSIONS

#### Internal Control

As part of the audit of the Northwest Community Services Agency's financial statements for the year ended June 30, 2002, we considered internal control over financial reporting to determine auditing procedures for the purpose of expressing an opinion on the financial statements, as required by auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Consideration of internal control over financial reporting disclosed no material weaknesses.

#### Compliance

The results of our audit tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

#### Fairness of Financial Statement Presentation

The Division of State Audit has rendered an unqualified opinion on the Northwest Community Services Agency's financial statements.



STATE OF TENNESSEE  
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**Report on Compliance and on Internal Control  
Over Financial Reporting Based on an Audit of  
Financial Statements Performed in Accordance With  
*Government Auditing Standards***

March 6, 2003

The Honorable John G. Morgan  
Comptroller of the Treasury  
State Capitol  
Nashville, Tennessee 37243

Dear Mr. Morgan:

We have audited the financial statements of the Northwest Community Services Agency, a component unit of the State of Tennessee, as of and for the year ended June 30, 2002, and have issued our report thereon dated March 6, 2003. As discussed in Note 11 to the financial statements, the Northwest Community Services Agency implemented Governmental Accounting Standards Board Statements No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*; and 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus—an amendment of GASB Statements No. 21 and No. 34*. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Northwest Community Services Agency's financial statements are free of material misstatement, we performed tests of the agency's compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

The Honorable John G. Morgan  
March 6, 2003  
Page Two

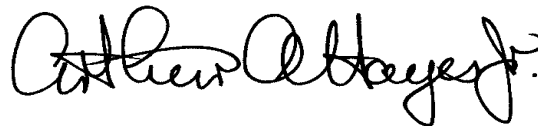
Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Northwest Community Services Agency's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

However, we noted other matters involving the internal control over financial reporting that we have reported to the agency's management in a separate letter.

This report is intended solely for the information and use of the General Assembly of the State of Tennessee, the board of directors, and management, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record.

Sincerely,

A handwritten signature in black ink, reading "Arthur A. Hayes, Jr." in a cursive script.

Arthur A. Hayes, Jr., CPA,  
Director

AAH/cj



**STATE OF TENNESSEE  
COMPTROLLER OF THE TREASURY  
DEPARTMENT OF AUDIT  
DIVISION OF STATE AUDIT**

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**Independent Auditor's Report**

March 6, 2003

The Honorable John G. Morgan  
Comptroller of the Treasury  
State Capitol  
Nashville, Tennessee 37243

Dear Mr. Morgan:

We have audited the accompanying financial statements of the governmental activities and the general fund of the Northwest Community Services Agency, a component unit of the State of Tennessee, as of and for the year ended June 30, 2002, which collectively comprise the agency's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the agency's management. Our responsibility is to express an opinion on these financial statements, based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Northwest Community Services Agency as of June 30, 2002, and the respective changes in

The Honorable John G. Morgan  
March 6, 2003  
Page 2

financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

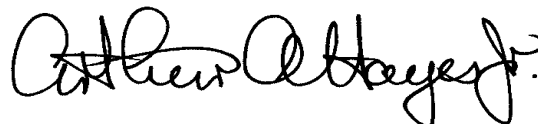
As discussed in Note 11 to the financial statements, the Northwest Community Services Agency adopted the provisions of Governmental Accounting Standards Board Statements 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*; and 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus—an amendment of GASB Statements No. 21 and No. 34*. This resulted in changes to the format and content of the financial statements.

The management's discussion and analysis and the Schedule of Pension Funding Progress for Northwest Community Services Agency are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the agency's basic financial statements. The accompanying financial information on page 28 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 6, 2003, on our consideration of Northwest Community Services Agency's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur A. Hayes Jr.", with a stylized flourish at the end.

Arthur A. Hayes, Jr., CPA,  
Director

AAH/cj

## **NORTHWEST COMMUNITY SERVICES AGENCY MANAGEMENT'S DISCUSSION AND ANALYSIS**

Management of Northwest Community Services Agency provides this *Management's Discussion and Analysis* of the Northwest Community Services Agency's Annual Financial Report for readers of the financial statements. This narrative overview and analysis of the financial activities of the Northwest Community Services Agency is for the fiscal year ended June 30, 2002. Because the Northwest Community Services Agency is implementing new reporting standards for this fiscal year with significant changes in content and structure, much of the information is not easily comparable to prior years. However, in future years, as prior-year information becomes available, analysis of government-wide data will be presented.

### **FINANCIAL HIGHLIGHTS**

#### **Government-Wide Highlights:**

*Net Assets* - The assets of the agency exceeded its liabilities at fiscal year ending June 30, 2002, by \$436,161.37 (presented as "net assets"). Of this amount, \$428,090.36 was reported as "unrestricted net assets." Unrestricted net assets represent the amount available to be used to meet the agency's ongoing obligations.

*Changes in Net Assets* - The agency's total net assets decreased by \$28,461.83 (a 6.1% decrease) in fiscal year 2002.

#### **Fund Highlights:**

*Governmental Funds - Fund Balances* - As of the close of fiscal year 2002, the agency's only governmental fund, the general fund, reported an ending fund balance of \$547,706.02, a decrease of \$23,830.58 in comparison with the prior year. Of this total amount, \$546,241.57 represents the "unreserved fund balance."

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis are intended to serve as an introduction to the Northwest Community Services Agency's basic financial statements. The basic financial statements include three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required additional supplementary information (Schedule of Pension Funding Progress) and supplementary information which is not required (Budgetary Comparison Schedule), in addition to the basic financial statements themselves. These components are described below:

#### **Basic Financial Statements**

The basic financial statements include two kinds of financial statements that present different views of the agency—the *Government-Wide Financial Statements* and the *Fund Financial*

**Statements.** These financial statements also include the *Notes to the Financial Statements* that explain some of the information in the financial statements and provide more detail.

### **Government-Wide Financial Statements**

The *government-wide financial statements* provide a broad view of the agency's operations using accounting methods similar to a private-sector business. The statements provide both short-term and long-term information about the agency's financial position, which assists in assessing the agency's economic condition at the end of the fiscal year. These are prepared using the economic resources measurement focus and the accrual basis of accounting. They take into account all revenues and expenses connected with the fiscal year even if cash involved has not been received or paid. The government-wide financial statements include two statements:

The *Statement of Net Assets* presents all of the government's assets and liabilities, with the difference between the two reported as "net assets." Over time, increases or decreases in the agency's net assets may serve as a useful indicator of whether the financial position of the agency is improving or deteriorating.

The *Statement of Activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will not result in cash flows until future fiscal periods (such as earned but unused vacation leave). This statement also presents a comparison between direct expenses and program revenues for each of the agency's programs. Both of the above financial statements have only one section or division called governmental activities.

*Governmental Activities*—All of the agency's services are included here. Most of the agency's basic services are providing help to children and families, correctional health care, and transportation for TennCare enrollees. These activities are supported primarily by governmental revenues (state grants) and revenue from TennCare Managed Care Organizations and Behavioral Health Organizations. The activities in this section are supported by governmental revenues (state grants) and revenue from TennCare MCOs/BHOs.

The government-wide financial statements can be found immediately following this discussion and analysis.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The agency, like other agencies and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements focus on individual parts of the agency government, reporting the agency's operations in more detail than the government-wide statements.



*Governmental Funds Financial Statements*—The basic services provided by the agency are financed through governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on near-term inflows and outflows of spendable resources. They also focus on the balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the government's near-term financing requirements. This approach is known as using the current financial resources measurement focus and the modified accrual basis of accounting. These statements provide a detailed short-term view of the agency's finances that assists in determining whether there will be adequate financial resources available to meet the current needs of the agency. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and the governmental activities. These reconciliations are presented on the same page as the governmental fund financial statements. The agency has one governmental fund, the General Fund. The basic governmental funds financial statements can be found immediately following the government-wide statements.

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and the fund financial statements. The notes to the financial statements can be found immediately following the fund financial statements.

### **Required Supplementary Information**

The basic financial statements are followed by the required supplementary information, which consists of a Schedule of Pension Funding Progress.

### **Supplementary Information**

The Budgetary Comparison Schedule is presented as supplementary information. It follows the required supplementary information.

## **FINANCIAL ANALYSIS**

### **Net Assets**

As noted earlier, net assets may serve over time as a useful indicator of an agency's financial position. The agency's net assets (government activities) totaled \$436,161.37 at the end of 2002, compared to \$464,623.20 at the end of the previous year.

## NWCSA's Net Assets

### GOVERNMENTAL ACTIVITIES

	<u>2002</u>
Current and other assets	\$956,134.65
Capital assets	<u>8,071.01</u>
<b>Total assets</b>	<b><u>964,205.66</u></b>
Current and other liabilities	408,428.63
Long-term liabilities	<u>119,615.66</u>
<b>Total liabilities</b>	<b><u>528,044.29</u></b>
Net assets	
Invested in capital assets	8,071.01
Unrestricted	<u>428,090.36</u>
<b>Total net assets</b>	<b><u>\$436,161.37</u></b>

### Changes in Net Assets

The agency's net assets decreased by \$28,461.83 or 6%. Approximately 96% of the agency's total revenue came from the State of Tennessee, while 4% resulted from charges for various goods and services provided and interest earnings.

### Changes in NWCSA's Net Assets

#### GOVERNMENTAL ACTIVITIES

#### Revenues

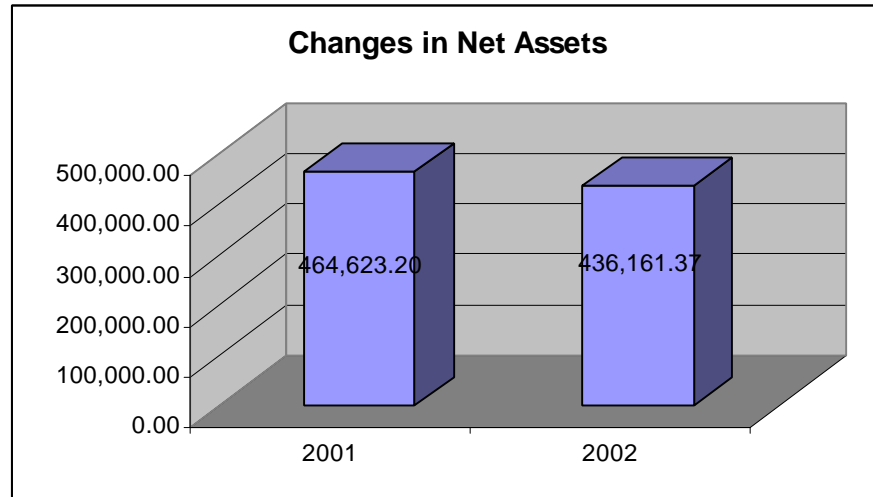
Program revenue	
Charges for services	\$ 147,010.78
State grants and contracts	3,433,177.54
General revenues	
Payment from state	291,815.76
Interest	<u>15,014.12</u>
<b>Total revenues</b>	<b>3,887,018.20</b>

#### Expenses

Administration	339,373.61
Community Service	6,656.76
Children and Family Services	1,097,708.22
Flexible Funding	53,749.98
Emergency Residential	12,532.30
TennCare Transportation	133,875.64
Prison Health Services	1,561,526.42
Family Support Services	705,355.92
Depreciation—unallocated	<u>4,701.18</u>

**Total expenses** **3,915,480.03**

**Decrease in net assets** **\$ 28,461.83**



## **FINANCIAL ANALYSIS OF THE AGENCY'S INDIVIDUAL FUND**

As noted earlier, the agency uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The focus of the agency's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the agency's financing requirements. In particular, unreserved fund balance may serve as a useful measure of an agency's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the agency's governmental fund reported combined ending fund balances of \$547,706.02, a decrease of \$23,830.58 in comparison with the prior year.

## **GENERAL FUND BUDGETARY HIGHLIGHTS**

Differences between the original budget and the final budget were minor (\$2,278.00) and due to an increase in Department of Children's Services funding. The expenditures and revenues variances with the Department of Correction/Prison Health Care were largely due to position vacancies. The variances with Department of Children's Services/Family Support Services Program were due to position vacancies and lack of regional service providers.

## **CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY**

The agency's investment in capital assets for its governmental activities as of June 30, 2002, amounts to \$23,505.89, which, net of accumulated depreciation of \$15,434.88, leaves a net book value of \$8,071.01. The agency has no commitments for capital expenditures or debt

arrangements to provide financing for facilities or services. Liabilities for future payments for compensated absences are described in detail in the Notes to the Financial Statements.

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

Management does foresee changes in their programs in the near future. Our major source of funding, the Department of Children's Services, has been restructured, and our role within the Department of Children's Services is now defined as working with the non-custodial population. This will reduce our budget with the Department of Children's Services in the upcoming year.

**Northwest Community Services Agency**  
**Statement of Net Assets**  
**June 30, 2002**

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<b>Assets</b>	Governmental Activities
Cash (Note 2)	\$ 380,313.96
Accounts receivable	1,698.55
Due from the State of Tennessee	572,657.69
Prepaid items	1,464.45
Capital assets (Note 3):	
Furniture and equipment	23,505.89
Less accumulated depreciation	( 15,434.88 )
Total assets	<u>964,205.66</u>
 <b>Liabilities</b>	
Accrued payroll, payroll taxes, and benefits	100,735.19
Accounts payable	52,155.61
Due to the State of Tennessee	255,537.83
Long-term liabilities:	
Portion due or payable within one year:	
Compensated absences (Note 4)	63,711.20
Portion due or payable after one year:	
Compensated absences (Note 4)	55,904.46
Total liabilities	<u>528,044.29</u>
 <b>Net Assets</b>	
Invested in capital assets, net of related debt	8,071.01
Unrestricted	428,090.36
Total net assets	<u>\$ 436,161.37</u>

The notes to the financial statements are an integral part of this statement.

**Northwest Community Services Agency  
Statement of Activities  
For the Year Ended June 30, 2002**

<b>Programs</b>	<b>Expenses</b>	<b>Program Revenues</b>			<b>Net (Expense) Revenue and Change in Net Assets</b>
		<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Capital Grants and Contributions</b>	
<b>Governmental Activities:</b>					
Administration	\$ 339,373.61	\$ -	\$ -	\$ -	\$ (339,373.61)
Children and Family Services	1,097,708.22	-	1,102,836.23	-	5,128.01
Family Support Services	705,355.92	-	703,298.34	-	(2,057.58)
Flexible Funding	53,749.98	-	53,749.98	-	-
Emergency Residential	12,532.30	-	12,532.30	-	-
Prison Health Services	1,561,526.42	-	1,560,760.69	-	(765.73)
TennCare Transportation	133,875.64	147,010.78	-	-	13,135.14
Community Services	6,656.76	-	-	-	(6,656.76)
Depreciation - unallocated	4,701.18	-	-	-	(4,701.18)
<b>Total</b>	<b>\$ 3,915,480.03</b>	<b>\$ 147,010.78</b>	<b>\$ 3,433,177.54</b>	<b>\$ -</b>	<b>(335,291.71)</b>
General revenues:					
Payment from the State of Tennessee					291,815.76
Unrestricted investment earnings					15,014.12
Total general revenues					306,829.88
Change in net assets					(28,461.83)
Net assets - beginning					464,623.20
Net assets - ending					\$ 436,161.37

The notes to the financial statements are an integral part of this statement.

**Northwest Community Services Agency**  
**Balance Sheet**  
**General Fund**  
**June 30, 2002**

**Assets**

Cash (Note 2)	\$ 380,313.96
Accounts receivable	1,698.55
Due from the State of Tennessee	572,657.69
Prepaid items	1,464.45
Total assets	<u>\$ 956,134.65</u>

**Liabilities and Fund Balance**

## Liabilities:

Accrued payroll, payroll taxes, and benefits	\$ 100,735.19
Accounts payable	52,155.61
Due to the State of Tennessee	255,537.83
Total liabilities	<u>408,428.63</u>

## Fund balance:

Reserved for prepaid items	1,464.45
Unreserved	546,241.57
Total fund balance	<u>547,706.02</u>
Total liabilities and fund balance	<u>\$ 956,134.65</u>

**Reconciliation of the general fund balance sheet to the statement  
of net assets:**

Total fund balance	\$ 547,706.02
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Amounts reported in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the general fund. 8,071.01

Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the general fund. Long-term liabilities at year-end consist of:

Compensated absences ( 119,615.66 )

Total net assets	<u>\$ 436,161.37</u>
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The notes to the financial statements are an integral part of this statement.

**Northwest Community Services Agency**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**General Fund**  
**For the Year Ended June 30, 2002**

**Revenues**

State grants and contracts	\$ 3,724,993.30
TennCare Transportation contracts	147,010.78
Interest	15,014.12
Total revenues	<u>3,887,018.20</u>

**Expenditures**

Administration	337,116.76
Children and Family Services	1,102,836.23
Family Support Services	703,298.34
Flexible Funding	53,749.98
Emergency Residential	12,532.30
Prison Health Services	1,560,760.69
TennCare Transportation	133,897.72
Community Services	6,656.76
Total expenditures	<u>3,910,848.78</u>
Deficiency of revenues under expenditures and net change in fund balance	<u>(23,830.58)</u>

Fund balance - July 1, 2001	571,536.60
Fund balance - June 30, 2002	<u>\$ 547,706.02</u>

**Reconciliation of the general fund statement of revenues, expenditures,  
and changes in fund balance to the statement of activities:**

Net change in fund balance	\$ (23,830.58)
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Amounts reported in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. As there were no capital outlays during the period, this amount is depreciation expense. (4,701.18)

The expense for compensated absences reported in the statement of activities does not require the use of current financial resources and, therefore, is not reported as an expenditure in governmental funds. 69.93

<b>Changes in net assets of governmental activities</b>	<u><u>\$ (28,461.83)</u></u>
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The notes to the financial statements are an integral part of this statement.



**Northwest Community Services Agency**  
**Notes to the Financial Statements**  
**June 30, 2002**

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

Title 37, Chapter 5, of *Tennessee Code Annotated* established the CSA as “a political subdivision and instrumentality of the state.” The Northwest Community Services Agency is a component unit of the State of Tennessee and is discretely presented in the *Tennessee Comprehensive Annual Financial Report*. Although the CSA is a separate legal entity, the state is financially accountable for the CSA because the state appoints a majority of the CSA’s governing body and approves the CSA’s Plan of Operation (budget). The CSA’s reporting entity does not include any component units.

**Basis of Presentation**

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

The CSA’s basic financial statements consist of government-wide financial statements (the statement of net assets and the statement of activities) and fund financial statements (the balance sheet and the statement of revenues, expenditures, and changes in fund balance). The Northwest Community Services Agency does not have any proprietary or fiduciary funds, and its only governmental fund is the general fund.

The statement of net assets presents all of the CSA’s financial and capital resources including both short-term and long-term information. The statement of activities presents a comparison between the direct expenses and program revenues for each of the CSA’s programs. Direct expenses are those that are specifically associated with a program. Program revenues include (a) charges paid by the recipients for services provided by the program and (b) grants and contributions that are restricted to meeting the operational requirements of the program. Revenues that are not classified as program revenues are presented as general revenues.

**Measurement Focus and Basis of Accounting**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

**Northwest Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 2002**

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The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as they become susceptible to accrual, generally when they are measurable and become available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. Revenues that the CSA earns by incurring obligations are recognized in the same period the obligations are recognized. All other revenue items are considered to be available if collected within 60 days after the end of the current period.

Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt and compensated absences, which are recognized as expenditures only when payment is due. Capital asset acquisitions are reported as expenditures in governmental funds. Acquisitions under capital leases are reported as other financing sources.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, are followed in the government-wide statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

**Assets and Liabilities**

Cash

Cash reported in both the government-wide and the fund financial statements consists of petty cash, demand deposits, and deposits in the Local Government Investment Pool (LGIP) administered by the State Treasurer. The liquidity of the LGIP is sufficient to cover any withdrawal request by a participant.

Capital Assets

Capital assets are defined by the CSA as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets are recorded at historical cost. Donated capital assets are recorded at estimated fair value at the date of donation. The CSA does not own any infrastructure. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Capitalized assets are depreciated on a straight-line basis over the following estimated useful lives of the assets.

**Northwest Community Services Agency  
Notes to the Financial Statements (Cont.)  
June 30, 2002**

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<u>Description</u>	<u>Estimated Life</u>
Computer Equipment	5 years
Computer Software	5 years

**Compensated Absences**

It is the CSA's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since the CSA's policy is to pay this benefit only if the employee is sick or upon death. In the government-wide financial statements, the liability for all vacation pay is accrued when earned. In the fund financial statements, a liability for these amounts is reported only if they have matured, for example, as a result of employee resignations and retirements.

**Budgetary Process**

Legislation requires the CSA board to submit an annual plan of operation for review and approval to the Commissioner of Children's Services, Commissioner of Finance and Administration, and the Comptroller of the Treasury. As part of this plan, the CSA is to submit a financial plan for operating and capital expenditures. This financial plan is prepared on the modified accrual basis of accounting. The Plan of Operation may be amended during the year with the written approval of the Commissioners and the Comptroller.

The agency does not have an annual appropriated budget. The Plan of Operation serves as an annual financial plan for budgetary purposes.

**NOTE 2. DEPOSITS**

The laws of the State of Tennessee require that state deposits be secured by collateral securities with a market value of 105% of the face of the deposit not secured by Federal Deposit Insurance Corporation (FDIC) coverage. All deposits with financial institutions were insured or collateralized by securities held by an agent of the agency in the agency's name.

The Northwest Community Services Agency also has deposits in the Local Government Investment Pool (LGIP) administered by the State Treasurer. The LGIP is part of the Pooled Investment Fund. The fund's investment policy and custodial credit risk are presented in the *Tennessee Comprehensive Annual Financial Report*. That report may be obtained by writing to the Tennessee Department of Finance and

**Northwest Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 2002**

Administration, Division of Accounts, 14th Floor William R. Snodgrass Tennessee Tower, 312 Eighth Avenue North, Nashville, Tennessee 37243-0298, or by calling (615) 741-2140.

**NOTE 3. CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2002, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Equipment	\$ 23,505.89	\$ -	\$ -	\$ 23,505.89
Less accumulated depreciation	<u>(10,733.70)</u>	<u>(4,701.18)</u>	<u>-</u>	<u>(15,434.88)</u>
Total capital assets, net of depreciation	\$ <u>12,772.19</u>	\$ <u>(4,701.18)</u>	\$ <u>-</u>	\$ <u>8,071.01</u>

All capital assets essentially serve all of the CSA's programs. Therefore, all depreciation expense is reported on the statement of activities as depreciation-unallocated.

**NOTE 4. LONG-TERM LIABILITIES**

Long-term liability activity for the year ended June 30, 2002, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Compensated absences	\$ <u>119,685.89</u>	\$ <u>135,639.04</u>	\$ <u>135,708.97</u>	\$ <u>119,615.66</u>
Total long-term liabilities	\$ <u>119,685.89</u>	\$ <u>135,639.04</u>	\$ <u>135,708.97</u>	\$ <u>119,615.66</u>

**NOTE 5. OPERATING LEASES**

The agency leases office space and equipment to carry out its activities and to administer the various grant programs. Total expenditures under operating leases

**Northwest Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 2002**

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for space and equipment were \$80,868.96 and \$6,747.60 and for the year ended June 30, 2002. The leases were cancelable at the lessee's option.

**NOTE 6. DEFINED BENEFIT PENSION PLAN**

**Plan Description**

All full-time employees are members of the Political Subdivision Pension Plan (PSPP), an agent, multiple-employer, defined benefit pension plan administered by the Tennessee Consolidated Retirement System (TCRS). The TCRS administers a defined benefit pension plan that provides retirement, disability, and death benefits, as well as annual cost-of-living adjustments, to plan members and beneficiaries. Benefit provisions are established in state statute found in Title 8, Chapters 34-37, *Tennessee Code Annotated*. State statutes are amended by the Tennessee General Assembly. Amendments to the TCRS are not applicable to a political subdivision unless approved by the political subdivision's governing body.

The TCRS issues a publicly available financial report that includes financial statements and required supplementary information for the PSPP. That report may be obtained by writing to the Tennessee Department of the Treasury, Consolidated Retirement System, 10th Floor, Andrew Jackson Building, 500 Deaderick Street, Nashville, Tennessee 37243-0230, or the report can be accessed at [www.treasury.state.tn.us](http://www.treasury.state.tn.us).

**Funding Policy**

As authorized by the agency's board of directors, the agency pays the total pension contribution for its employees. The agency is required to contribute an actuarially determined rate; for the year ended June 30, 2002, the rate was 8.60% of annual covered payroll. The contribution requirements of plan members are set by state statutes and approved by the political subdivision's governing body. Contribution requirements for the agency are established and may be amended by the TCRS' Board of Trustees.

**Annual Pension Cost**

The agency's annual pension costs of \$188,748 for the year ended June 30, 2002, were equal to the agency's required and actual contributions.

The required contributions for the year ended June 30, 2002, were determined as part of the July 1, 1999, actuarial valuations using the frozen initial liability

**Northwest Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 2002**

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actuarial cost method, a projected-benefit cost method. Significant actuarial assumptions used include (a) rate of return on investment of present and future assets of 7.5% a year compounded annually, (b) projected salary increases of 5.5% a year (no explicit assumption is made regarding the portion attributable to the effects of inflation on salaries) compounded annually, (c) projected 4.5% annual increase in the social security wage base, and (d) projected post-retirement benefit increases of 3% of the retiree's most recent benefit. The actuarial value of the agency's assets was determined using techniques that smooth the effect of short-term volatility in the market value of both fixed income and equity securities over a five-year period.

**Three-Year Trend Information**

<u>Fiscal Year</u> <u>Ended</u>	<u>Annual Pension</u> <u>Cost (APC)</u>	<u>Percentage of APC</u> <u>Contributed</u>	<u>Net Pension</u> <u>Obligation</u>
June 30, 2002	\$ 188,748	100%	-
June 30, 2001	\$ 191,740	100%	-
June 30, 2000	\$ 194,716	100%	-

**NOTE 7. OTHER POST-EMPLOYMENT BENEFITS**

The State of Tennessee administers a group health insurance program that provides post-employment health insurance benefits to eligible agency retirees. This benefit is provided and administered by the State of Tennessee. The agency assumes no liability for retiree health care programs. Information related to this plan is available at the statewide level in the *Tennessee Comprehensive Annual Financial Report*. Refer to Note 2 for information to obtain the *Tennessee Comprehensive Annual Financial Report*.

**NOTE 8. CONTINGENCIES**

Sick Leave—The agency records the cost of sick leave when paid. Generally, since sick leave (earned one day per month with unlimited accumulation) is paid only when an employee dies or is absent because of illness, injury, or related family death, there is no liability for sick leave at June 30. The amount of unused sick leave was \$165,471.62 at June 30, 2002.

**Northwest Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 2002**

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Litigation—The agency is involved in a lawsuit, which is not expected to have a material effect on the accompanying financial statements.

**NOTE 9. DONATED FACILITIES**

The Departments of Children's Services and Correction donate office space, utilities, telephone service, and copier and computer use to the Northwest Community Services Agency. The value of the donation is not recorded in the financial statements.

**NOTE 10. RISK MANAGEMENT**

The agency is exposed to various risks of loss related to general liability; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

**Commercial Coverage**

The agency carries commercial insurance for risks of loss of its personal property and surety bond coverage for risks of employee dishonesty. In the past three fiscal years, the agency has had no claims filed with the commercial insurer.

**State of Tennessee's Claims Award Fund**

The agency participates in the State of Tennessee's Claims Award Fund, an internal service fund in which the state has set aside assets for claims settlement. This fund services all claims for risk of loss to which the state is exposed, including general liability, automobile liability, professional malpractice, and workers' compensation. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the participating agencies based on a percentage of each agency's expected loss costs, which include both experience and exposures. This charge considers recent trends in actual claims experience of the state as a whole. An actuarial valuation is performed as of each fiscal year-end to determine the fund liability and premium allocation. As a participant in the Claims Award Fund, the agency is subject to the liability limitations under the provisions of the Tennessee Claims Commission Act, Section 9-8-101 et seq., *Tennessee Code Annotated*. Liability for negligence of the agency for bodily injury and property damage is limited to \$300,000 per person and \$1,000,000 per occurrence. The limits under workers' compensation are set forth in Section 50-6-101 et seq., *Tennessee Code Annotated*.

**Northwest Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 2002**

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**Health Coverage**

The agency has elected to provide health coverage for its employees through a health plan for eligible local governments and quasi-governmental agencies in Tennessee. The Local Government Group Insurance Fund provides access to affordable health insurance by pooling risk among the groups. The plan provides for greater stability in controlling premium increases and, through a structured managed-care program, helps contain health care costs of participating members.

The plan is administered by the State of Tennessee, using a separately established fund. Premiums of participating units are deposited to this fund and used to pay claims for health care costs of participants, as well as the state's administrative costs of the plan. The agency's obligation under the plan is limited to 80% of the total premiums. The employees are responsible for the remaining 20% of the total premiums. Employees have the option of obtaining insurance through either Blue Cross Blue Shield of Tennessee, Prudential HealthCare of Memphis, HMO Blue, or HMO Blue Plus. Claims are administered by these companies, which are currently under contract to provide these and other services to the state. Insurance premiums are adjusted at the end of the year based on the claims experience of the pool. Individual pool participants are not assessed additional premiums based on individual claims experience. Employees and providers have 13 months to file medical claims under Blue Cross Blue Shield of Tennessee and 12 months with Prudential HealthCare. Employees have 13 months to file medical claims under HMO Blue and HMO Blue Plus, and providers have 6 months to file medical claims.

**NOTE 11. NEW ACCOUNTING PRONOUNCEMENTS**

The Northwest Community Services Agency has implemented the provisions of Governmental Accounting Standards Board (GASB) Statements 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*; and 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus—an amendment of GASB Statements No. 21 and No. 34*. These statements establish new financial reporting requirements and restructure much of the information that governments have presented in the past. Comparability with reports issued in all prior years will be affected. The State of Tennessee implemented these statements, as required, for the year ended June 30, 2002. As a component unit of the state, the Northwest Community Services Agency has also implemented the statements for the year ended June 30, 2002.



**Northwest Community Services Agency  
Required Supplementary Information  
Schedule of Pension Funding Progress**

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Actuarial Valuation Date	Actuarial Value of Plan Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded (Funding Excess) AAL (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	Unfunded (Funding Excess) AAL as a Percentage of Covered Payroll [(b-a)/c]
July 1, 2001	\$ 2,617,069	\$ 2,617,069	-	100 %	\$ 2,198,197	-
July 1, 1999	\$ 1,959,560	\$ 1,959,560	-	100 %	\$ 2,283,171	-
June 30, 1997	\$ 1,304,533	\$ 1,304,533	-	100 %	\$ 2,272,048	-

Changes in Actuarial Assumptions

An actuarial valuation was performed as of July 1, 2001, to establish contribution rates as of July 1, 2002. The July 1, 1999, actuarial valuation established contribution rates for the year ended June 30, 2002. Significant actuarial assumptions used in both valuations included a rate of return on investment of present and future assets of 7.5% a year compounded annually and projected an annual increase in post-retirement benefits of 3% of the retiree's most recent benefit. Projected salary increases used in the 2001 valuation were 4.75% a year compounded annually, down from 5.5% a year in the 1999 valuation (no explicit assumption is made regarding the portion attributable to the effects of inflation on salaries). The 2001 valuation projected a 3.5% annual increase in the social security wage base, down from 4.5% in the 1999 valuation.

**Supplementary Information**  
**Northwest Community Services Agency**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended June 30, 2002**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>Sources of Financial Resources:</b>				
Fund Balance, July 1				
Amount approved for expenditure	\$ 142,898.00	\$ 142,898.00	\$ 142,898.00	
Amount not approved for expenditure	428,638.60	428,638.60	428,638.60	
<b>Revenues</b>				
Department of Children's Services	2,770,309.00	2,772,587.00	2,057,940.85	\$ (714,646.15)
Department of Correction	2,367,941.00	2,367,941.00	1,667,052.45	(700,888.55)
TennCare Managed Care Organizations/ Behavioral Health Organizations	200,000.00	200,000.00	147,010.78	(52,989.22)
Interest revenue	-	-	15,014.12	15,014.12
Total revenues	<u>5,338,250.00</u>	<u>5,340,528.00</u>	<u>3,887,018.20</u>	<u>(1,453,509.80)</u>
<b>Expenditures</b>				
Administration	394,065.00	394,065.00	337,116.76	(56,948.24)
Children and Family Services	1,340,600.00	1,340,600.00	1,102,836.23	(237,763.77)
Family Support Services	1,061,544.00	1,063,822.00	703,298.34	(360,523.66)
Flexible Funding	145,700.00	145,700.00	53,749.98	(91,950.02)
Emergency Residential	21,500.00	21,500.00	12,532.30	(8,967.70)
Prison Health Services	2,217,739.00	2,217,739.00	1,560,760.69	(656,978.31)
TennCare Transportation	175,000.00	175,000.00	133,897.72	(41,102.28)
Community Development	125,000.00	125,000.00	6,656.76	(118,343.24)
Total expenditures	<u>5,481,148.00</u>	<u>5,483,426.00</u>	<u>3,910,848.78</u>	<u>(1,572,577.22)</u>
<b>Fund Balance, June 30</b>	<b>\$ <u>428,638.60</u></b>	<b>\$ <u>428,638.60</u></b>	<b>\$ <u>547,706.02</u></b>	<b>\$ <u>119,067.42</u></b>

## **APPENDIX**

### **NORTHWEST COMMUNITY SERVICES AGENCY**

Thomas D. McWherter, Executive Director

#### **BOARD OF DIRECTORS**

##### Board Officers

Ellarine Moses, Chair  
Mike Draper, Vice-Chair  
Charles Breeding, Secretary

##### Other Members of the Board of Directors

Sammy Copeland  
Kitty Oliver  
Jerrel Reasons  
J.D. Sanders